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Subj file
16 AUG 1979

MEMORANDUM FOR: Acting Deputy Director for Administration
FROM: Harry E. Fitzwater
Director of Personnel
SUBJECT: Office of Personnel Report -
Week Ending 15 August 1979

1. Hire the Handicapped:

a. Four employees entered on duty under the Handicapped Program during the past 30 days. Their sponsoring offices were the Office of Training (career trainee), the Office of Logistics, the Office of Central Reference and the [REDACTED] 25X1A

25X1A

b. The Handicapped Program Advisory Committee met on 7 August to discuss and plan special activities in observance of National Employ the Handicapped Week (NETHW) 7 through 13 October 1979. It was decided that (1) the popular film, "A Different Approach," would be shown in eight Agency-occupied buildings; (2) our braille map of metropolitan Washington, D.C., would be mounted, framed and hung for "unveiling" that week; and (3) every attempt would be made to publish the first edition of the Handicapped Program newsletter that week. (U/AIUQ)

2. Hispanic Recruitment:

25X1A

a. [REDACTED] recruiter, reports that his plans for a luncheon with Hispanic leaders in San Antonio on 29 August are proceeding very well. He reports that he had a most favorable reaction from Mr. Fernando Ramirez, the Area Manager for the Office of Personnel Management in San Antonio. [REDACTED] states that Mr. Ramirez commented that

25X1A

Regraded Admin-Internal Use Only
when separated from Secret Att

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he wished other agencies were doing something. [redacted] 25X1A
also stated that the reaction was so positive that he believes
Mr. Ramirez might report this back to his Washington headquarters
as an example of what one agency was doing to recruit Hispanics.
(Previously reported at 0800 meeting.) (U)

STATSPEC

b. In response to a request from [redacted] 25X1A
the [redacted] translated five
DDO/Career Training ads into Spanish. [redacted] now plans to 25X1A
have these ads read on Hispanic radio stations in Texas as
public service announcements. (U)

3. NAPA Project Group: The following draft studies were
completed by the Group this week and are being reviewed:

- a. Movement into Professional Ranks
- b. Competitive Evaluation Panels
- c. Clarification of Flow-Through Policy

25X1A

4. Monthly Personnel Officers Meeting: [redacted]
National Intelligence Officer for Political Economy, was the
principal speaker at the monthly meeting on 15 August 1979.
He spoke on the vital subject of energy. (U)

5. VIP: The current unit value of the Growth Fund of
the VIP is \$11.24. This is the highest unit value for the
Growth Fund since establishment of the initial unit value at
\$10.00 in 1973. It also is the first time that the value has
exceeded \$11.00. (U)

25X1C

7. Suggestion Box: No suggestions were received this week.
The total number of suggestions received since the Program began
on 15 June 1977 is 71. (U)

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8. Rehired Annuitants: See attached report. (S)

COMING EVENTS

An Employee Bulletin is being issued announcing Employee Benefits Week which will be the last week of August. A display will be placed in the first floor hallway of the Headquarters Building near the Credit Union from 28 - 30 August. Representatives of the Office of Personnel will be there from 11:30 a.m. to 1:30 p.m. to answer questions and provide information and booklets on various benefit programs. (U)

25X1A

Harry E. Fitzwater

Att

Distribution:

Orig & 2 - Adse
1 - DD/OP/SP 1 - D/Pers Chrono
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WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT
ACTIVITIES FOR THE AGENCY (8 to 14 August 1979)

The following rehired civilian annuitant case was approved for extension:

DDO

25X1A



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Contract Employee,
EUR Division, one-
year extension
effective 1 September
1979 (S)

061749
14 August 1979
D9c.6